Form 63—(old Appendix II).

ARTICLE 314.

Model Form of Security Bond to be taken from Treasurers and Shroffs.

Form A.

(*When the Security furnished is in cash.*)

KNOW ALL MEN BY THESE PRESENTS that I,
of
on behalf of
am bound to the Dewan of Mysore in the sum of Rupees
to be paid to the said Dewan of Mysore or his successors or assigns. As security for which payment I have delivered to and deposited with
the sum of Rupees
in cash;

WHEREAS I/He the said
have/has been appointed to the office of
and have/has been called upon to furnish security for the due discharge of the duties and trusts of the said office or of any other office to which I/He may be hereafter appointed; and for the due account of all moneys, papers and other property which shall come into my/his possession or control by reason of any such office;

NOW THE condition of this obligation is such that if I/He the said shall always duly discharge the duties and trusts of the said office or offices, and deliver up all moneys, papers or other property within such time and to such person as shall be demanded in writing by the person at the head of the office to which I belong,/He belongs, and pay to the Dewan of Mysore, his successors and assigns, the amount of any loss or defalcation in my accounts/the accounts of the said ..... and in all other ways indemnify the said Dewan of Mysore, his successors and assigns from all loss and damage which may be occasioned by my neglect or default/the neglect or default of the said..... ... the discharge of the duties and trusts aforesaid, then this obligation shall be void. Otherwise the same shall remain in full force, with power to the said Dewan of Mysore, his successors and assigns or his or their duly authorised officers or servants from time to time *to apply the same or of sufficient portion thereof* in and towards the indemnity as aforesaid of the said Dewan of Mysore, his successors and assigns as the case may require:

AND I further agree that on my/his vacating the said office of the above mentioned *sum of Rupees*

so deposited as aforesaid shall not be at once returned to me, but shall be and remain with the said
for the term of six months as security against any loss that may have been incurred by the said Dewan of Mysore owing to my neglect or default / the neglect or default of the said..... and which may not have been discovered until after my / his vacating my / his appointment:

PROVIDED ALWAYS that *the return at any time of the said sum of Rupees*
so deposited as aforesaid shall not be deemed to affect the right of the said Dewan of Mysore to take proceedings upon the said bond against me in case any breach of the conditions of the said bond shall be discovered after *the return of the said sum of Rupees*
so deposited as aforesaid

Signed and delivered by the said
in the presence of

Form B.

(When the security furnished is the Mysore Government Savings Bank pass-book.)

KNOW ALL MEN BY THESE PRESENTS that I,
of
on behalf of
am bound to the Dewan of Mysore in the sum of Rupees
to be paid to the said Dewan of Mysore or his successors or assigns. As security for which payment I have delivered to and deposited with *my pass-book with the Mysore Government Savings Bank at*
wherein I have now standing to my credit the sum of Rupees

WHEREAS I, / he, the said
have / has been appointed to the office of
and have / has been called upon to furnish security for the due discharge of the duties and trusts of the said office or of any other office to which I / he may be hereafter appointed; and for the due account of all moneys papers and other property which shall come into my / his possession or control by reason of any such office:

NOW THE condition of this obligation is such that if I / he the said —shall always duly discharge the duties and trusts of the said office or offices, and deliver up all moneys, papers or other property within such time and to such person as shall be demanded in writing by the person at the head of the office to which I belong / he belongs and pay to the Dewan of Mysore, his successors and asigns the amount of any loss or defalcation in my accounts / the accounts of the said..... .....and in all other ways indemnify the said Dewan of Mysore, his successors and

assigns from all loss and damage which may be occasioned by my neglect or default / the neglect or default of the said.. ..... in the discharge of the duties and trusts aforesaid, then this obligation shall be void. Otherwise the same shall remain in full force, with power to the said Dewan of Mysore, his successors and assigns or his or their duly authorised officers or servants from time to time *to obtain and receive payment of the said sum of Rupees*
or a sufficient portion thereof with the interest thereon and to apply the same in and towards the indemnity as aforesaid of the said Dewan of Mysore, his successors and assigns as the case may require;

AND I further agree that on my / his vacating the said office of
the above mentioned *sum of Rupees*
and the pass-book, vouchers and other documents relating thereto shall not be at once returned to me, but shall be and remain with the said—for the term of six months as security against any loss that may have been incurred by the said Dewan of Mysore owing to my neglect or default / the neglect or default of the said..... and which may not have been discovered until after my / his vacating my / his appointment:

PROVIDED ALWAYS that *the return at any time of the said sum of Rupees*
or of the pass-book, vouchers or other documents relating thereto shall not be deemed to affect the right of the said Dewan of Mysore to take proceedings upon the said bond against me in case any breach of the conditions of the said bond shall be discovered after *the return of the said sum of Rupees*
or of the pass-book, vouchers or other documents relating thereto.

Signed and delivered by the said
in the presence of

Form C.

(*When the Security furnished is in Government Securities*).

KNOW ALL MEN BY THESE PRESENTS that I,
of
on behalf of
am bound to the Dewan of Mysore in the sum of Rupees
to be paid to the said Dewan of Mysore or his successors or assigns. As security for which payment I have delivered to and deposited with *and endorsed over to*
Government securities to the extent of Rupees
as particularised in the Schedule hereto;

WHEREAS I / he the said
have / has been appointed to the office of
and have / has been called upon to furnish security for the due discharge of the duties and trusts of the said office or of any other office to which I / he

may be hereafter appointed, and for the due account of all moneys, papers and other property which shall come into $\frac{\text{my}}{\text{his}}$ possession or control by reason of any such office;

NOW THE condition of this obligation is such that if $\frac{\text{I}}{\text{he}}$ the said— shall always duly discharge the duties and trusts of the said office or offices, and deliver up all moneys, papers or other property within such time and to such person as shall be demanded in writing by the person at the head of the office to which $\frac{\text{I belong}}{\text{he belongs}}$, and pay to the Dewan of Mysore, his successors and assigns, the amount of any loss or defalcation in $\frac{\text{my accounts}}{\text{the accounts of the said .....}}$ and in all other ways indemnify the said Dewan of Mysore, his successors and assigns from all loss and damage which may be occasioned by $\frac{\text{my neglect or default}}{\text{the neglect or default of the said .....}}$ the discharge of the duties and trusts aforesaid, then this obligation shall be void. Otherwise the same shall remain in full force, with power to the said Dewan of Mysore, his successors and assigns or his or their authorised officers or servants from time to time *to sell and dispose of the said Government securities or other Government securities of the same or greater value that may be permitted by the Government of Mysore to be substituted by me or a sufficient portion thereof with the interest thereon and to apply the proceeds* in and towards the indemnity as aforesaid of the said Dewan of Mysore, his successors and assigns as the case may require;

AND I further agree that on $\frac{\text{my}}{\text{his}}$ vacating the said office of the above mentioned *Government promissory notes for Rupees or any notes that may be substituted therefor as aforesaid shall not be at once returned to me, but shall remain* with the said for the term of six months as security against any loss that may have been incurred by the said Dewan of Mysore owing to $\frac{\text{my neglect or default}}{\text{the neglect or default of the said .....}}$ and which may not have been discovered until after $\frac{\text{my}}{\text{his}}$ vacating $\frac{\text{my}}{\text{his}}$ appointment:

PROVIDED ALWAYS that *the return at any time of the said Government promissory notes* shall not be deemed to affect the right of the said Dewan of Mysore to take proceedings upon the said bond against me in case any breach of the conditions of the said bond shall be discovered after *the return of the said Government promissory notes.*

THE SCHEDULE ABOVE REFERRED TO.

Signed and delivered by the said
in the presence of

Form 64 (old 1).

ARTICLE 331.

CONTENTS SLIP OF COIN BAGS.

Name of $\frac{\text{District Treasury}}{\text{Taluk Treasury}}$ .....

Description of coin .....

Number of pieces.....

Value in rupees.....

Counted by .....

Examined by .....

Date ... .

Signature.

NOTE.—The signature at foot should be that of the Treasurer of the District Treasury or the Amildar or Sheristedar of the Taluk Treasury.

Form 65 (old 2).

ARTICLE 331.

Treasurers' Daily Balance Sheet.

Date.....19

Balance brought forward from 19			
Received this day as per Treasurer's Cash Book			
Total ...			
Expended this day as per Treasurer's Cash Book			
Balance ...			

Particulars of Balance.

Specification	Under joint keys of Treasury Officer and Treasurer				Closing balance in the hands of the Treasurer	Total
	Opening balance	Taken out	Placed under joint locks	Closing balance		
	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	
Government currency Notes, Home Circle: at Rs. 10,000 ...						
,, 1,000 ..						
,, 500 ...						
,, 100 ...						
,, 50 ...						
,, 20 ...						
,, 10 ...						
,, 5 ...						
,, 2½ ...						
,, 1 ...						
Total ...						
Government Currency Notes of other Circles: Rs. 1,000 ...						
Rs. 500 ...						
Total ...						
Gold.						
Sovereigns						
Half-sovereigns						
Total ...						
Silver.						
Rupees						
Half-rupees						
Quarter-rupees						
Two-anna pieces						
Total ...						

PARTICULARS OF BALANCE—*concld.*

Specification	Under joint keys of Treasury Officer and Treasurer				Closing balance in the hands of the Treasurer	Total
	Opening balance	Taken out	Placed under joint locks	Closing balance		
NICKEL.						
Four anna pieces						
Two anna ,, ...						
One anna ,, ...						
Total ...						
BRONZE AND COPPER.						
Double pice						
Single ,, ...						
Pies						
Total ...						
UNCURRENT.*						
Gold						
Silver						
Nickel						
Copper and bronze						
Total ...						
Coins under shroffage ...						
Grand Total ...						
Grand Total (in words) ...						

Agreed with the Accountant's daily balance sheet. Balance in the hands of the Treasurer inspected.

Treasurer _____

*Date*_____ *Officer in charge of Treasury.*

1. No uncurrent coins to be left in charge of Treasurer.

2. No more small silver, nickel, bronze and copper to be so left than is required for current use.

3. The whole balance in sole charge of Treasurer is never to exceed his immediate current requirements.

4. This balance sheet is to be signed on the evening of the day itself to which it refers.

5. Details of first halves of currency notes received, if any, should be noted separately.

* The detail of kind, tale and value must be given—(1) every day for the amounts received that day (2) on the last working day of each month

FORM 66 (old 3.)

ARTICLE 331.

Register showing the cash double lock transactions of the Treasury dated 19

Nature of transactions	Government currency notes												Gold			Silver				
	Home circle										Foreign circle currency notes	Total value in rupees	Sovereigns, value in rupees	Half sovereigns, value in rupees	Total value in rupees	Rupees	Half rupees, value in rupees	Quarter rupees, value in rupees	Two anna pieces, value in rupees	Total value in rupees
	Rs. 10,000, value in rupees	Rs. 1,000, value in rupees	Rs. 500, value in rupees	Rs. 100, value in rupees	Rs. 50, value in rupees	Rs. 20, value in rupees	Rs. 10, value in rupees	Rs. 5, value in rupees	Rs. 2½, value in rupees	Re. 1, value in rupees										
Balances brought forward																				
Receipts																				
Total including balance ..																				
Issues to the Treasury ...																				
Total issues ...																				
Balance carried over ...																				

POLICY

Form 86—*concld.*

ARTICLE 331.

Register showing the cash double lock transactions of the Treasury dated 19

Nature of transactions	Nickel				Bronze and copper			Uncurrent coin												Grand total value in rupees	Initials of Treasurer	Initials of Treasury Officer
								Gold			Silver			Nickel			Bronze and copper					
	Four anna pieces, value in rupees	Two anna pieces, value in rupees	One anna pieces, value in rupees	Total, value in rupees	Double pice, value in rupees	Single pice, value in rupees	Pie pieces, value in rupees	Total value in rupees	Tale	Value in rupees	Tale	Value in rupees	Tale	Value in rupees	Tale	Value in rupees	Tale	Value in rupees	Total value in rupees			
Balance brought forward																						
Receipts ...																						
Total including balance...																						
Issues to the Treasury ...																						
Total issues ...																						
Balance carried over ...																						

Form 67 (Old 23).

ARTICLE 335.

CASH BALANCE REPORT.

Cash Balance Reports of the District and Taluk Treasuries of the.. .....District on the.....19 .

Names of Treasuries	Universal and Madras Notes	Foreign Notes	Sovereigns	Half Sovereigns	Whole Rupees	Half Rupees	Small Silver	Nickel	Copper	Uncurrent				Remittance in transit or under Examination	Total
										Gold	Silver	Nickel	Copper		
DISTRICT TREASURY.	Rs.	Rs.	Rs.	Rs. a.	Rs.	Rs. a.	Rs. a.	Rs. a.	Rs. a. p.	Rs. a. p.	Rs. a.	Rs. a.	Rs. a. p.	Rs. a. p.	Rs. a. p.
Taluk Treasuries ...															
Total Taluk Treasuries.															
Remittances in transit within the District.															
Remittances under Examination.															
Grand Total ...															
Grand Total in words.															

I HEREBY certify that I personally ascertained that the balance shown above against the District Treasury was actually in the said Treasury, and agreed in detail of Notes and Coin that Rs.————were kept under double lock and seal of the Treasury Officer and the Treasurer and that the keys of the lock have been kept in the custody of the respective Officers.

I also certify that the Amildars, and in their absence, the Taluk Sheristadars, have severally reported that they have personally examined the balances stated to be in hand in their respective Treasuries as shown above and found the same to agree with the accounts rendered by them.

STATION,

Dated 19 .

Treasury Officer.

Deputy Commissioner.

FORMS

Form 67—(*concld*).

Remittances debited during the month as per Treasury Account of the month.

Date of despatch	To what District Treasury	Amount	
		Rs.	a. p.
	Total ...		

Queries	Answers
1. If the balance was not verified and the report not signed by the Deputy Commissioner, why? (*vide* Article 332 (*a*)).	
2. If the balance was verified and the report signed by the Treasury Officer, why? (*vide* Rule 3 to Article 332 (*b*)).	
3. If the report was not despatched on or before the 5th, why?	

Remittances credited during the month as per Treasury Account of the month.

Date of		From what District Treasury	Date of		Amount		
Despatch	Receipt		First acknowledgment	Final acknowledgment	Rs.	a.	p.
		Total ...					

(*a*) Amount placed at the disposal of the Comptroller Rs.....*

(*b*) Amount required by this treasury Rs.....†

(*) The amount once placed at the disposal of the Comptroller should not be utilized for other purposes without his previous special sanction. An amount so placed but not taken over by the Comptroller should again be placed at his disposal.

(†) Usual requisition for the amount shown here as required should be invariably sent to the Comptroller before the 20th of the preceding month.

Form 68—(*New*).

ARTICLE 335.

TALUK CASH BALANCE REPORT.

Cash Balance Report of the Taluk Treasury at.....on the.....19

CURRENT					VALUE	—	VALUE
Government Currency Notes					Rs. a. p.		Rs. a. p.
Home Notes		Foreign Notes				Total current, brought forward ...	
No.	Value	No.	Value			UNCURRENT	
				at Rs. 10,000		Tale	
				,, 1,000		Gold below least current weight (not illegally dealt with).	
				,, 500		Sovereigns	
				,, 100		Half Sovereigns	
				,, 50		Total ...	
				,, 20		Tale	
				,, 10		Rupees, ½ Rs., ¼ Rs., ⅛ Rs.	
				,, 5		Silver—	
				,, 2½		(*a*)	
				,, 1		(*b*)	
						(*c*)	
						(*d*)	
Total ...				Total Notes		(*e*)	
						Total ...	
Gold-Sovereigns at Rs						Nickel—1 annas. 2 annas. 1 anna,	
Half-sovereigns						Copper or Bronze—¾ anna., ½ anna. 1/12 anna.	
Silver-Rupees						Total uncurrent ...	
Half rupees						Total balance as per Treasury Account ...	
Quarter rupees						(In words)—	
Two anna pieces						(*a*) Shroff-marked.	
Nickel ... Four anna pieces						(*b*) Light weight.	
Two anna pieces						(*c*) Defective and other uncurrent coin.	
One anna pieces						(*d*) 1835 Coin (rupees and half rupees only).	
Copper or Bronze—Double pice						(*e*) 1840 Coin (rupees and half rupees only).	
Single pice							
Pie pieces							
Total Current, carried forward ...							

I hereby certify that the balance in the Taluk Treasury at.....amounted to Rs.....and that I have personally examined and ascertained by counting that the said balance was actually in the Taluk Treasury and agreed in detail of notes and coins.

Station.....

Dated.....19

Amildar (or in his absence the Sheristadar.)

Form 68—(*concld*).

Abstract Account for the month of.....19

	Rs. a. p.	Rs. a. p.
Cash Balance at the end of last month ...	...	...
Receipts—		
Remittances received from Treasuries—		
Within the same District	...	...
Beyond the District	...	...
Other receipts from the 1st to the last day of the month	...	...
Total ...	...	...
Payments—		
Remittances despatched to Treasuries=		
Within the same District	...	...
Beyond the District	...	...
Other payments from the 1st to the last day of the month	...	...
Total ...	...	...
Closing balance ...	...	...

	Rs.		Rs.
Receipts in Currency Notes.		Currency Notes issued ..	
Receipts in Sovereigns and Half Sovereigns ...		Sovereigns and Half Sovereigns issued ...	

Particulars of remittance which is under transit.

Treasury to which remitted	Date of memo	Amount	Particulars of coins or notes	Remarks
		Rs. a. p.		

Form 69—(Old 22.)

ARTICLE 339.

Statement of Cash Balance in the Treasuries of the.....District for the week ended.....19 .

Names of Treasuries	Date of latest report	Currency Notes			Whole Rs.	Half Rs.	Small silver	Nickel and copper	Total	Surplus available for transfer	Amount required to supplement treasury balance	Remarks
		Rs. 5 and above	Rs. 2½	Re. 1								
1	2	3	4	5	6	7	8	9	10	11	12	13
District Treasury ..												
Taluk Treasury ..												
Do ...												
Do ...												
Total ...												

N.B.—(1) This report should be despatched punctually on the evening of every Saturday.
(2) Action taken for transfer of surplus funds should be noted in the remarks column.

District Treasury,
Dated.....19 .

Treasury Officer,
District.

Form 70—(Old 4.)

ARTICLE 342.

Cash Book of the Treasurer of the.....Treasury for the month of.....19 .

Receipts				Expenditure			
Date	No. of chellan	Particulars	Rs. a. p.	Date	Voucher No.	Name of payee	Rs. a. p.

Form 71—(Old 47.)

ARTICLE 346.

Sheristedar's Number Book for.....19 .

Taluk.....

Monthly serial No. of		From whom received or to whom paid	Receipts		Payments		Remarks
Chellan	Voucher		*In cash	*By adjustment or transfer	*In cash	*By adjustment or transfer	

NOTE.—The Sheristedar should tick off each item as he traces its credit or debit in the Subsidiary register and initial this register at the close of each day.

*Money columns.

Form 72—(Old 4A.)

ARTICLE 347.

Register of Cheque Suspense.

	1	Date of receipt		
	2	Serial number		
	3	Name and address of person tendering the cheque		
	4	Name of the Bank upon which the cheque is drawn	Particulars of cheques	
	5	Number		
Rs. a. p.	6	Amount		
Rs. a. p.	7	Daily total carried to Cash Book		
	8	Number and date of the ad-interim receipt granted		
	9	Initials of the Treasury Officer		
	10	Number of entry in the register of remittances by cheques	Details of adjustment	
	11	Number and date of final receipt granted to the party		
	12	Number	Reference to details of adjustment	
	13	Date		
	14	Serial number	Particulars of adjustment	
	15	Item number of original receipts		
Rs. a. p.	16	Amount debited to suspense by credit to revenue heads		
Rs. a. p.	17	Amount debited to suspense by credit to remittance		
Rs. a. p.	18	Total debits to suspense		
Rs. a. p.	19	Daily total carried to Cash Book		
	20	Initials of the Treasury Officer		
	21	Remarks		

Form 73—(Old 5.)

ARTICLE 348.

Register of Gazetted Officers drawing their salary from.....Treasury for the year 19.....19 .

	1	Name																			
	2	Designation																			
	3	Rate of Pay and Allowance																			
	4	Deductions	Nature																		
	5		Amount																		
	6	Net payable																			
	7	Reference to Comptroller's letter or last pay certificate																			
	8	Payments	July 19 -																		
	9		August																		
	10		September																		
	11		October																		
	12		November																		
	13		December																		
	14		January 19 -																		
	15		February																		
	16		March																		
	17		April																		
	18		May																		
	19		June																		
	20	Remarks, regarding retrenchments, issue of last pay certificate, etc.																			

*0

Form 73.

Instructions (to be printed on the wrapper.)

A register should be kept in each treasury in this form in which one horizontal line will be set apart for each Gazetted or other Officer drawing his own salary bill from that treasury. As each pay slip is received from the Comptroller or the Last Pay Certificate is produced by the Officer, the gross amount of salary, the deductions to be effected and the net amount of salary, specified therein should be entered in the register against the name of the officer concerned. As each salary bill is presented for payment, reference to this register should be made to see that the sanctioned rate is not exceeded. The register provides twelve monthly columns in which the dates on which the twelve months' salaries are disbursed should be noted. The issue of a Last Pay Certificate to an Officer should be noted in this register so that the Treasury Officer may stop paying the salary of an officer to whom he has issued a Last Pay Certificate.

Form 74 (Old 6).

ARTICLE 355.

Register of payments made to Officers of the.....Department on Cheques against Letters of Credit from.....to.....19

Date of payment	†Officer..... Cheque Book No.				†Officer..... Cheque Book No.				†Officer..... Cheque Book No.				†Officer..... Cheque Book No.				Daily total of payments carried to Cash Book
	No. of cheque	Amount	Balance*	Initials of T. O.	No. of cheque	Amount	Balance*	Initials of T. O.	No. of cheque	Amount	Balance*	Initials of T. O.	No. of cheque	Amount	Balance*	Initials of T. O.	

† A separate column should be used for each officer having a letter of credit or other account on the treasury.

* The amount of each letter of credit should be posted in the column "Balance." This entry and each payment entry must be attested by the Treasury Officer who should see that the balance is correct in each case.

Form 75 (Old 8).
ARTICLE 357.

Register of Miscellaneous receipts in.....Treasury for.....19 .
Head of Account.....

Date	Challan No.	From whom received	Particulars	Amount	Daily total carried to cash book
				Rs. a. p.	Rs. a. p.

NOTE.—All receipts for which no separate subsidiary registers have been prescribed will be recorded in a register in this form, the head of account in the cash account being noted at the top.

Form 76 (Old 11).

ARTICLE 357.

REGISTER OF MISCELLANEOUS PAYMENTS.

Head of account.....Treasury.....19 .

Date	Number of voucher		To whom paid	Particulars of bills	Amount paid	Daily total carried to cash book	Deductions†			Gross amount of the bill
	District	Taluk					Insurance premium	Provident Fund, etc.	Total	
					Rs. a. p.		Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.

†One column for each kind of deduction.

Form 76.

NOTE.—There will be separate registers for payments under the following heads :—

(*a*) Salary bills of Gazetted officers of all Departments (except Education).
(*b*) Travelling Allowance bills of all departments (except Education and T. A. bills of Barr Sepoys in connection with remittances).
(*c*) Establishment and Contingent bills of Public Works Department.
(*d*) Bills for Establishment, Contingent and other miscellaneous payments of all other Departments.
(*e*) Remuneration to Shanbogues and Patels.
(*f*) Refunds of stamps, Refunds of Income-tax, Refunds of credits under Courts of Law.
(*g*) Payments under other heads for which separate subsidiary registers have not been prescribed (one for each).

The register contains columns not only for the net amount of the bill, the daily total of which is carried to the Cash Book, but also for each kind of deduction made in the bill, on account of Service Funds, Advances, Income-tax, etc., and for the gross amount of the bill. The entries in all the columns will be filled in at the time of payment of each bill. The figures of all the columns should be totalled twice each month, and the total deductions for each taluk under each head arrived at. A deduction statement in the following form will be prepared (one for each kind) and sent with bi-monthly lists of payments. The detailed statements (one for each kind) received with the pay bills should be detached and sent to the Comptroller along with the deduction statement.

Date of Payment	Voucher No.		Particulars of bill	Amount
	District	Taluk		

Form 77 (old 10).

ARTICLE 357.

Register of Daily Totals of..... .....of the.....Treasury for the month of.....19 .

Date	Particulars of Subsidiary Registers										Daily Total carried to cash book
	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
Total ...											

NOTE.—There will be one register for each of the following classes of Receipts and Payments.

Receipts.	Payments.
1. Revenue.	1. Funds.
2. Funds.	2. Deposits.
3. Deposits.	3. Departmental Payments.
4. Loans and Advances.	4. Loans and Advances.
5. Departmental Receipts.	

Form 78 (old 18).

ARTICLE 357.

Register of Transfer Transactions.

Date	Serial No.	Chalan No.	Voucher No.	Brief particulars of transactions	Heads of account		Amount	Daily Total
					Debited	Credited		
1	2	3	4	5	6	7	8	9
							Rs. a. p.	Rs. a. p.

NOTE.—Payments by transfer credit to other heads as also transfers of amounts from one head to the other should be recorded in this register as well as in the respective subsidiary registers.

Form 79 (old 6A).

No..... ARTICLE 359. Date.....19 .

Memo of corrections to be made in the accounts submitted to the Comptroller from the District Treasury at.....

N.B.—Corrections for subsidiary returns should be proposed on memos separate from those relating to Treasury Cash Account.

Name of account	Month	Increase				Decrease				Remarks†
		Head of account (or details in the case of returns)	From	To	Difference	Head of account (or details in the case of returns)	From	To	Difference	
1	2	3	4	5	6	7	8	9	10	11

† Necessity and the authority for the correction should be noted in detail.

To

The Comptroller to the Government of
H. H. the Maharaja of Mysore.

Deputy Commissioner,
Treasury Department,
.....*District.*

OFFICE OF THE COMPTROLLER IN MYSORE.

No..... *Bangalore, dated*.....19.....

The corrections proposed in No.....dated.....19.....have been incorporated in the accounts of this office for the month of.....19 ..... The number and date of this memo may be noted in the office copy of the accounts (*Vide* Note to Article 359).

To

The Deputy Commissioner,
Treasury Department,
.....District.

Assistant Comptroller.

Form 80—
ARTICLE

Receipts

Cash Book of.....Treasury

Item No.	Particulars of subsidiary Registers	1	2	3	4	5	6	7	8	Item No.
		Rs. a. p.	Rs. a. p.	Rs. a p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	
1										1
2										2
3										3
4										4
5										5
6										6
7										7
8										8
9										9
10										10
11										11
12										12
13										13
14										14
	Total ...									
	Opening Balance ...									
	Grand Total ...									

(Old 20.)

363.

for the month of.....19

Item No.	9	10	11	12	13	and	so	on	31	Total for the month	Item No.
	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	
1											1
2											2
3											3
4											4
5											5
6											6
7											7
8											8
9											9
10											10
11											11
12											12
13											13
14											14

Disbursements.

FORM

Item No.	Particulars of Subsidiary Registers	1	2	3	4	5	6	7	8	Item No.
		Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	
1										1
2										2
3										3
4										4
5										5
6										6
7										7
8										8
9										9
10										10
11										11
12										12
13										13
14										14
15										15
16										16
	Total ...									
	Closing Balance ...									
	Grand Total ...									
	Initials of Head Accountant.									
	Initials of Treasury Officer.									

80—*concld.*

Item No.	9	10	Total 1st to 10th	11	12	13	And so on	31	Total 11th to 31st	Total for the month	Item No.
	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	
1											1
2											2
3											3
4											4
5											5
6											6
7											7
8											8
9											9
10											10
11											11
12											12
13											13
14											14
15											15
16											16

Form 81 (old 19).

ARTICLE 364.

Daily / Monthly Cash Account of ..... Taluk Treasury for ..... 19 .

Receipts. **Disbursements.**

Item No.	Particulars of Subsidiary Registers	Amount	Item No.	Particulars of Subsidiary Registers	Amount
		Rs. a. p.			Rs. a. p.
	Total Receipts ...			Total Disbursements ...	
	Opening balance ...			Closing balance* ...	
	Grand Total ...			Grand Total ...	

* Details of cash Balance :—

Currency notes.
Sovereigns.
Rupees.
Half-Rupees.
Small Silver.
Nickel.
Copper and Bronze.

Date 19

Treasury Officer.

Form 82 (Old 21).

ARTICLE 368.

....District.

TREASURY ACCOUNT OF RECEIPTS AND DISBURSEMENTS.

for the month of.....19

Prescribed date 7th.....

Despatched.....

NOTE 1.—No new head should be opened without the sanction of the Comptroller.

NOTE 2.—Subsidiary schedules for receipts and payments should, in all cases in which such schedules are required as noted against each head, invariably accompany the Cash Accounts according to the list hereto attached. In the case of payments, the schedules should show each transaction separately with a quotation of the voucher which should also be submitted in all cases. In the case of receipts, schedules are required only for the heads noted in the abstract. In these cases they should show clearly, (1) date of receipt, (2) name of the District or Taluk Treasury in which the amount was credited, (3) name of party from whom received, (4) on what account and (5) amount (one column for each head of credit, if the statement relates to more than one kind under the same minor head)

NOTE 3.—No statement should be submitted without its total being agreed with the account.

NOTE 4.—Only items for which there are no detailed heads in the cash account should be shown under miscellaneous unclassified items of receipts.

NOTE 5.—Miscellaneous payments for which no separate head of account is opened will be charged to "Bills for establishment, contingent and other miscellaneous payments of all other Departments" in the Cash Account.

Form 82—*(contd.)*

RECEIPTS FOR THE MONTH OF.....19

Head of Account	Amount	Total
	Rs. a. p.	Rs. a. p.
Total Receipts ..		

NOTE.—Amount of Local Cess credited along with Revenue, amount refunded, and the net amount apportioned to the respective funds at the end of the month should also be shown separately on the receipt side.

DISBURSEMENTS.

Lists of Payments.

Head of Account	First List	Second List	Total
	Rs. a. p.	Rs. a. p.	Rs. a. p.
Total Disbursements ...			

Form 82—(*contd.*)

Abstract of Receipts, Expenditure and Balance.

Month		Amount	Remarks
		Rs. a. p.	
	Opening Balance ..		
	Total Receipts ..		
	Grand Total ..		
	Total Disbursements ..		
	Closing Cash Balance ..		
	(in words) ..		
	Grand Total ..		
	(in words) Rupees ..		

Queries	Answers
1. If the Cash account is not signed by the Deputy Commissioner, why? (Art. 332). 2. If the Cash account is signed by the Treasury Officer, both for himself as well as for the Deputy Commissioner, why? Art. 332 (*b*). N.B.—The same officer who verifies the cash balance on the 1st of the month should also sign the copy of the Cash account sent to the Comptroller. 3. When was the Cash account last signed by the Deputy Commissioner in person? (Art. 332). 4. If the Cash account is not despatched before the 7th why?	

....
District Treasury,
The 192 .

Officer in charge,
.....*District Treasury.*

Deputy Commissioner.

Form 82—(*concld.*)

List of subsidiary schedules for Receipts and Payments to accompany the Treasury Accounts.

Serial No.	Name of schedule	Remarks		For use in Comptroller's office
		Reason for not sending any schedule with this Account	Date on which it will be sent	

Form 83 (New.)

ARTICLE 370.

.....Treasury.

$\frac{\text{First}}{\text{Second}}$ List of Payments for the month of.....19 .

Serial No.	Name of schedule	Amount	Remarks
		Rs. a. p.	
	(In words.)		
	Total ...		

.....District.

.....19 .

Deputy Commissioner,

Treasury Department.

Form 84—(Old 25.)

ARTICLE 378.

Register of Pension Payment Order on.....Treasury.

Number of Pension payment order	Name of Pensioner	Date of birth	Monthly amount	Remarks
1	2	3	4	5
			Rs. a. p.	

Form 85—(Old 26).

ARTICLE 381.

Pension Voucher

Superannuation and retired allowances.

Voucher No.

.....19 .

19 .. ..ತಿಂಗಳಿಗೆ.....

.....ಟ್ರೈಜರಿ ಆಫೀ ಸರವರಿಂದ

.....ನಮಾಡಿದ್ದಕ್ಕ ಪೆರ್ಷ್ ಒಟ್ಟು ರೂಪಾಯಿಗಳು

.....ನಾನು ತೆಗೆದುಕೊಂಡು ಇಧೇನೆ

.....

ಸಲ್ಲತಕ್ಕ ಪೂರಾ ರೂಪಾಯಿಗಳು.....

.....19 .

Received from the Treasury Officer at.....

.....

..... the sum of Rupees

being the amount of my Pension as.....

.....

for the month of..... .....19 . as

per P. P. O. No.....dated.....

Full amount of Claim, Rs.....

Less deductions towards Income tax.....

Net amount.....

I declare that I have not received any remuneration for serving in any capacity either in a Government establishment or establishment paid from an incorporated Local Fund, during the period for which the amount of pension claimed in this bill is due.

ಈ ಬಿಲ್ಲಿನಲ್ಲಿ ನಮೂದುಮಾಡಿರುವ ಪೆರ್ಷ್ ಮೊಬಲಗು ಯಾವ ಕಾಲದಖಕ್ಕೆ ಸಲ್ಲಬೇಕೋ ಆ ಕಾಲದಲ್ಲಿ ಗವರ್ನಮೆಂಟು ಕಿಬ್ಬಂದಿಯಲ್ಲಿ ಆಗಲಿ ಲೋಕಲ್ ಫಂಡಿನಿಂದ ಸಂಬಳ ಕೊಡೋಣವಾಗುವ ಕಿಬ್ಬಂದಿಯಲ್ಲಿ ಆಗಲಿ ಯಾವದೊಂದು ಉದ್ಯೋಗದಲ್ಲಾದರೂ ಕೆಲಸ ನೋಡಿದ ಬಗ್ಗೆ ಎದ ಟನ್ನಾದರೂ ಪ್ರತಿಫಲ ಹೊಂದಿರುವ ದಲ್ಲವೆಂದು ಧೃಢವಾಗಿ ಹೇಳುತ್ತೇನೆ

For use in Comptroller's Office.

Admitted Rs.....
Objected to Rs.....
Reasons (*vide* margin)

Date. Auditor. Exr. Gaz. Offr.

Signature (or thumb mark if illiterate) of Pensioner

Witnesses in case of illiterate Pensioner

1.....

2.....

Certified that I have satisfied myself that the pensioner has not been re-employed either permanently or temporarily in a Government Establishment or in an Establishment paid from a Local Fund during the period for which pension is claimed.

Pay Rupees.....

Examined. Head Accountant.

Officer in charge of Treasury.

NOTE.—In the case of Pensioners attending in person a note "attended in person" is to be endorsed on the reverse by the Treasury Officer.

Reverse of Form 85.

LIFE CERTIFICATE.

This is to certify that I have seen Mr.....

this day and that he is alive.

Dated.....

Station.....

Signature and Designation.

Requisition by the pensioner to pay the amount to his Messenger or Agent.

Please pay the amount of this bill to.....

Dated.....

Station.....

Signature of the Pensioner.

* Received the amount noted on the reverse.

Attended in person.

Signature of the Messenger or Agent.

Treasury Officer.

Form 86—(New).

ARTICLE 381.

Bill for pensions chargeable to.....paid at the.. .....Treasury
from.....to.....19 .

Payment		Number of pension payment order	Signature of pensioner to non employment certificate. We declare that we have not received any remuneration for serving in any capacity either in a Government establishment or an establishment paid from a Local Fund, during the period for which the amount of pension claimed in this bill is due	Name of pensioner	Monthly amount	Period of claim	Claim for the month	Deductions towards incometax	Net amount paid	Signature of payee with stamp if payment exceeds Rs. 20. We do hereby acknowledge to have received the amount set against our respective names as pensions due for the periods noted under the order quoted in our respective pension payment orders
Date	Number									
1	2	3	4	5	6	7	8	9	10	11
					Rs. a. p.		Rs. a. p.	Rs. a. p.	Rs. a. p.	
			Total ...							

NOTE.—1. The non-employment certificate should also be printed in vernacular.

NOTE.—2. In the case of pensioners who furnish particulars of re-employment in the certificate (see Article 381) the disbursing officer should ascertain and report whether the rules regarding such re-employment have been duly observed.

Form 87 (old 13).

ARTICLE 381.

Register of Pension Payments made at the.....treasury during the month of.....19

Date of payment	Serial No.	Number of P. P. O.	Name of Pensioner	Civil		Military, Sowar and Barr		Political pensions			Pollegar pensions	Palace pensions	Total	Deduct Income Tax	Net amount paid	Daily total carried to cash book
				Pensions	Gratuities	Pensions	Gratuities	Allowances to families of Hyder Ali and Tippu Sultan's Officers	Sarjapur	Mutfarkhat						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p	Rs. a. p.	Rs. a. p.

Form 88 (old 27).

ARTICLE 388.

ADVICE OF TRANSFER OF PENSION.

No.....dated.....19

The undersigned has the honour to advise that payment of the following pension has been transferred from the.....to the .....Treasury.

Name and class of pensioner	Amount of pension	Up to what date paid
1	2	3

Dy. Comr., Treasury Dept.,
District.

To

1. The Comptroller to the Government of Mysore.
2. The Deputy Commissioner, Treasury Department,
.....District.

Form 89 (old 28).

ARTICLE 389.

Return of $\frac{\text{Civil}}{\text{Military}}$ Pensioners paid in the District during the official year 19 —19 .

Pensions exceeding Rupees and not exceeding Rupees .

NOTE.—The return is in three parts—(1) for pensions not exceeding Rs. 10 a month; (2) for pensions exceeding Rs. 10, but not exceeding Rs. 50 a month; (3) for pensions exceeding Rs. 50 a month.

		Present Age (last birthday) of pensioners													
		* Below 36	36-40	41-45	46-50	51-55	56-60	61-65	66-70	71-75	76-80	81-85	86-90	91 and upwards	Total	Remarks
1	Number of pensioners on the list at the end of last year (Heading 9 of last year's return).															
2	Deduct the number transferred into the next period of age															
3	Add the number transferred from the last period of age ...															
4	Number from last year thus corrected for age ...															
5	New name brought on the list — By new pensions															
6	New name brought on the list — By renewal after being struck off ...															
7	New name brought on the list — By transfer from other offices ...															
8	Total of headings 4 to 7 being total number to be accounted for.															
9	Number on pension list at end of the year															
10	Removed during the year — By transfer to other offices															
11	Removed during the year — Reported dead															
12	Removed during the year — By non-appearance for one year ...															
13	Total of headings 9 to 12, being total number accounted for															

Note.—Headings 2 and 3 show the transfers rendered necessary by pensioners passing from one of the periods of age into the next. Hence each entry under heading 3 will be the same as the entry under heading 2 in the next preceding column.

Heading 6—Enter here any persons who, after being previously entered under heading 12 of the statement as having been struck off the list, on account of non-appearance, are again admitted into the list.

*Age to be specified.

No.....

Forwarded to the Comptroller of Mysore, Bangalore, with reference to Article 389.

Station.....

Dated.....*19* .

Officer in charge of the District Treasury.

Form 90 (Old 29).
ARTICLE 392.

Register of Savar and Barr Pensioners paid at.....Treasury.

	Number of certificate	Rank and Name	Amount	Years	Month for which paid with date of payment												Remarks
					July	August	Sept.	Oct.	Nov.	Dec.	January	Feb.	March	April	May	June	
1				19 –19 ... 19 –19 ... 19 –19 ... 19 –19 ... 19 –19 ... 19 –19 ... 19 –19 ...													
2																	
3																	

Form 91 (New).

ARTICLE 405.

Voucher for the repayment of revenue deposits by transfer to some other head of account in the Treasury Accounts.

Date of original deposit	No. of original deposit	Name of depositor	To whom payable	Amount originally deposited	Amount to be transferred	Head of account to which it should be credited	Reasons for the transfer	Signature of depositor (if transfer is not compulsory)
				Rs. a. p.	Rs. a. p.			

I authorise the transfer of the deposits noted above amounting to Rupees..... (Rs.....) only to the head of account noted against each deposit.

Date.....19 .

Signature and designation of the Officer who ordered the acceptance of the deposit

Pay Rupees.....(Rs.....) only by transfer to the head specified above.

Date.....19 . Head Accountant. Treasury Officer.

NOTE.—When a deposit is forfeited to Government, it is unnecessary to obtain the signature of the depositor to the above receipt for its transfer to the credit of Government. But when it is merely transferred to some head of account for the convenience of the depositor, the Officer who ordered the acceptance of the deposit should not sign the form till the signature of the depositor has been obtained in proof of his having agreed to the transfer.

Form 92 (Old 30).

ARTICLE 407.

Register of Personal Deposits on account of.....

Treasury..... ...

Date	Number of payment cheque	Amount received	Amount paid	Balance after each transaction	Treasury Officers' initials
		Rs. a. p.	Rs. a. p.	Rs. a. p.	

The columns could no doubt be more compressed, so as to leave space for a continuation of the account. In some cases columns are added, showing the name of the remitter or payee, and the object of the transaction; these details are only for the convenience of the administrator of the account, and are open to objection in a mere banking pass book, but need not be objected to.

Form 93 (Old 31).

ARTICLE 411.

Register of Daily Receipts and Repayments of Personal Deposits at the.....Treasury in the month of.....19

Receipts						Payments					
Date	Account Number	Account Number			Daily Total to Cash Book	Date	Account Number	Account Number			Daily Total to Cash Book
	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.		Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.
1 to 31.						1 to 31.					
Total						Total					

A separate column on each side will be assigned to each account, wherein the daily gross receipt and gross charge will be entered from the personal ledger. Thus there will be but one single line in this register for the transactions of all personal ledger accounts each day, and its gross totals will give the figures to pass into the Cash Book. A page of a foolscap has probably breadth enough for nine such accounts: if there be more than what one page can accommodate, either the two sides may be separated into different parts of the same volume, the same columns being carried across both pages, or more than one register may be opened, and the totals of the second, third, etc., carried into separate columns of the first.

Form 94—(Old 32).

ARTICLE 412.

Extract Register of Receipts and Payments of Personal Deposits at the Treasury in the month of 19 ..

Accounts	Opening balance	Receipts of the month	Total credits	Nos. of Vouchers	Payments	Closing Balance
	Rs. a. p.	Rs. a. p.	Rs. a. p.		Rs. a. p.	Rs. a. p.
Total ...						

Form 95—(Old 33).

ARTICLE 417.

No. Supply Bill.

Treasury..... Date.....19 .

(Sole) Mysore. (Sole)

To the Officer in charge of the Treasury at.....

At sight of this SOLE Bill of Exchange pay to the order of.....

Rupees

for value received of

Rs.

Under Rupees

Treasurer.

Accountant.

Officer in charge of

.....Treasury.

Form 96—(Old 34).

ARTICLE 417.

No.

REMITTANCE TRANSFER RECEIPT.

(NOT NEGOTIABLE.)*

.....Treasury. Date.....19

To the Officer in charge of the Treasury.....

Received from.....

the sum of rupees

payable to (or to be transferred to the credit of)

Rs.

Under rupees

Treasurer. Accountant. Officer in charge of Treasury.

* A Remittance Transfer Receipt may be endorsed in favour of a recognised bank for receiving payment on behalf of the payee.

Form 97—(Old 16).

ARTICLE 418.

Register of Bills issued at the.....Treasury.

Date	Number			Authority for issue*	To whom granted and on what account	To whom payable	Treasury drawn upon	Amount of bill		Amount of premium
	Printed or general		Special or district							
	Supply bill	Transfer receipt						Supply bill	Transfer receipt	
1	2	3	4	5	6	7	8	9	10	11
								Rs. a. p.	Rs. a. p.	Rs. a. p.

Initials of Treasury Officer	Daily total carried to Cash Book	Remarks	For use in the Comptroller's Office				
			Amount paid in the				Balance carried to Old Bills List
			Month of issue	1st month after issue	2nd month after issue	3rd month after issue	
12	13	14	15	16	17	18	19
	Rs. a. p.		Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.

*The letter of the Comptroller or the particular clause of the rules authorising issue of bill should be quoted in this column.

Form 98—(Old 35).

ARTICLE 422.

ADVICE LIST.

To the Officer in charge of the Treasury at.....

Sir,

I beg to advice having to-day issued upon you the under-noted Supply bills and Remittance Transfer Receipts of the value exceeding Rs. 500 aggregating Rs. (in words)

.....Treasury

The.....19 .

Officer in charge of Treasury.

Number			To whom payable	Amount	Initials of Treasury Officer checking issue	Date of last issue within the last three years	Date of payment	Amount paid	Initials of Treasury Officer making payment	Remarks
Special or District	Printed or general									
	Supply bills	Transfer receipts								
				Rs. a. p.				Rs. a. p.		

Form 99 (old 17).

ARTICLE 434.

Register of Remittance Transfer Receipts and Supply Bills drawn on the..... Treasury and cashed from.....to.....

Date of payment	Voucher Number	Particulars of Bill		Treasury by which drawn	Remittance Transfer Receipts	Supply Bills	Daily Total carried to Cash Book
		Number	Date				
1	2	3	4	5	6		
					Rs. a. p.	Rs. a. p.	Rs. a. p.

Form 100 (New).

ARTICLE 442.

Indent for Supply Bill and Remittance Transfer Receipt forms requir for the use of the Treasury at.....

Description of form	Issued in the past twelve months	Spoiled and returned after defacement in the past twelve months	Balance in store	Last number in store	Indented for	Remarks
1	2	3	4	5	6	7

Form 101 (old 45).

ARTICLE 447.

Stock and Sale Account of Opium-Ganja.

Date		Particulars	Quantity		Value	Treasury officer's initials
			Seers	Tolas		
1	2	3	4	5	6	7
(Year) (Month)	(Date)	Balance on hand ...			Rs. a. p.	
	...	Received from Treasury ...				
		Total ...				
	...	Sold to				
	...	Issued to.....Treasury ...				
	...	(Daily) Balance ...				
	...	Received from Treasury ...				
		Total ...				
	...	Sold to				
	...	Issued to.....Treasury ...				
	...	(Daily) Balance ...				
	...	etc. etc. ...				

NOTE.—There will be separate registers for opium and ganja.

Form 102 (old 46).

ARTICLE 447.

Plus and minus memorandum of Opium-Ganja.

Date		Opening balance	Receipts						Grand Total (columns 2 plus 6)	Issues				Closing balance (column 7 minus column 10)	Amount realized by sale
			From State Huzur Treasury, Central Distillery	From other Treasuries	Confiscation	Total of columns 3 to 5				Sales	To other Treasuries	Total issues		
		2	3	4	5	6			7	8	9	10		11	12
		Srs. T.	Srs. T.	Srs. T.	Srs. T.	Srs. T.			Srs. T.	Srs. T.	Srs. T.	Srs. T.		Srs. T.	Rs. a. p.

Form 103 (old 14).

ARTICLE 451.

Two money columns have been provided on both the receipt and payment sides, the second column being for use in cases in which there is a Second Post Office, Forest Division, etc. Separate registers in this form are to be used for Post Office, Forest, Railway and other departments. In the case of Post Offices, the daily totals should be carried to the Cash Book, and in the case of other departments, to the Register of Departmental Receipts and Payments.

.....Department.

REGISTER OF DEPARTMENTAL RECEIPTS AND PAYMENTS AT THE TREASURY FOR.....19 .

Receipts.						Payments.						
Date of Receipt	Challan or pass book No.	Particulars	Amount received	Amount received	Daily total carried to Cash Book or Register of Daily Totals	Date of payment	Voucher No.	Particulars	Amount paid	Amount paid	Daily total carried to Cash Book or Register of Daily Totals	Balance of letters of credit
1	2	3	4	5	6	7	8	9	10	11	12	13
			Rs. a. p.	Rs. a. p.	Rs. a. p.				Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.

Form 104 (old Article 149).

ARTICLE 459.

Register of a Pyments and Receipts under "Charges for Boundary marks since July 1917 recoverable from Raiyats".

Payments				Recoveries			
Date	No. of bill	Amount	Daily total carried to Cash Book	Date	No. of chalan	Amount	Daily total carried to Cash Book
1	2	3	4	5	6	7	8
		Rs. a. p.	Rs. a. p.			Rs. a. p.	Rs. a. p.

Form 105 (Old 7).

ARTICLE 478.

Subsidiary Register of Revenue Receipts.

Major Head..... .....

Date	Chalan No.	Name of Payer	Detailed heads	Daily totals carried to Register of Daily Totals of Revenue
			Rs. a. p.	Rs. a. p.

INSTRUCTIONS.

1. Registers of Revenue Receipts are maintained in this form (one for each class of revenue) there being separate columns for each detailed head under which the revenue is to be classified.

2. The registers are to be so maintained as to afford facility for recording other items of revenue which generally go with it; for instance, the Land Revenue Subsidiary Register should contain columns for heads not only for Land Revenue proper but also for Local and other cesses, interest, etc., which are usually collected and remitted on the same chalan along with Land Revenue; the Subsidiary Register of Excise Revenue will have columns for Local and other cesses, interest and amounts creditable to advance heads such as "cost price of arrack," "cost price of opium" and "cost price of ganja."

3. The Subsidiary Register for Stamps provides columns not only for the several detailed heads of receipts but also for the commission (one column for each rate) allowed to vendors and net amount received.

Form 106 (Old 12).

ARTICLE 486.

Register of Public Works Department Work Bills Paid at.....Treasury from.....to.....

Date of payment	Voucher No.	To whom paid	Particulars	Executive Engineer,..... Division		Executive Engineer,..... Division		Executive Engineer,..... Division		Executive Engineer ..... Division		Executive Engineer,..... Division		Daily total carried to Cash Book	Initials of Treasury Officer
				No. of bill	Amount	No. of bill	Amount	No. of bill	Amount	No. of bill	Amount	No. of bill	Amount		

Form 107 (New).

ARTICLE 499.

SUBSIDIARY REGISTER OF RECEIPTS.

Receipts on account of Education Department during the month of.....19

Date of credit	Chalan No.	Name of payer	School fees		Contribution towards Middle and Sanskrit Schools from rural tracts	Examination fees						Daily total carried to next page
			Fees from High Schools	Fees from technical and other schools		S. S. L. C.	Lower Secondary	Upper Secondary	Commercial	Teacher's certificate	Other examinations	
			Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.

Form 107—*concld.*

SUBSIDIARY REGISTER OF RECEIPTS.

Receipts on account of Education Department during the month of.....19 .

Date	Daily total brought from last page	Miscellaneous	Sale proceeds of books and maps and other publications	Contribution from Local Funds for buildings, grants, and equipments, etc.	Village School Fund Receipts					Total	Daily totals carried to Register of Daily Totals of Departmental receipts
					Allotment from Local Cess	Contribution from Municipalities	Contribution for school buildings	Contribution from District Funds from Education Cess	Other items (Recoveries of service payments, Refund of advances, etc).		
	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.

Form 108 (Old 36).

ARTICLE 553.

Register of uncurrent silver coins at.....Treasury (to be spread out on an open page of Demy).

Month	Date	Date of receipt (or despatch of remittance)	Coins called in by proclamation: Tale	Coins called in by proclamation: Value at.....	Light weight, *i.e.*, weighing between the following fractions of standard weight: I.—Rupees received from the public and cut rupees received in remittances (Arts. 538 and 539): $\frac{15}{16}$ and $\frac{15}{16}$: Tale	I.—Rupees received from the public and cut rupees received in remittances (Arts. 538 and 539): $\frac{15}{16}$ and $\frac{7}{8}$: Tale	I.—Rupees received from the public and cut rupees received in remittances (Arts. 538 and 539): $\frac{7}{8}$ and $\frac{13}{16}$: Tale	I.—Rupees received from the public and cut rupees received in remittances (Arts. 538 and 539): $\frac{13}{16}$ and $\frac{3}{4}$: Tale	II.—Half-rupees received from the public and cut half-rupees received in remittances (Arts. 538 and 539): $\frac{15}{32}$ and $\frac{7}{8}$: Tale	II.—Half-rupees received from the public and cut half-rupees received in remittances (Arts. 538 and 539): $\frac{7}{8}$ and $\frac{4}{4}$: Tale	III.—Uncut rupees and half-rupees received in remittances (Art. 546): Name of remitting treasury	III.—Uncut rupees and half-rupees received in remittances (Art. 546): $\frac{15}{16}$ and $1\frac{1}{64}$ (or $\frac{7}{8}$ in the case of the half rupee): Tale	III.—Uncut rupees and half-rupees received in remittances (Art. 546): $\frac{15}{16}$ (or $\frac{7}{8}$ in the case of the half rupee) and $\frac{3}{4}$: Tale	IV. Small silver coins withdrawn from circulation (Art. 540): $\frac{7}{8}$ and $\frac{3}{4}$: Tale
					Value at Re. 1 each	Value at Re. $\frac{7}{8}$ each	Value at Re. $\frac{13}{16}$ each	Value at Re. $\frac{3}{4}$ each	Value at Re. $\frac{15}{16}$ each	Value at Re. $\frac{7}{8}$ each		Value at Re. 1 or $\frac{7}{8}$ each	Value at Re. 1 per tola	Value at Re. $\frac{7}{8}$ or $\frac{3}{4}$ each
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

Form 108—*concld.*

Tale	Value at Re. 1 or ½ each	Tale	Value at Re. 1 or ½ each	Tale	Value at Re. 1 or ½ each	Tale	Value at Re. 1 or ½ each	Tale	Value at Re. 1 or ½ each	Tale	Value at Re. 1 or ½ each	Tale ¼ Re.	Tale ⅛ Re.	Value ⅛ and 1/16 Re.	Tale ¼ Re.	Tale ⅛ Re.	Value ⅛ and 1/16 Re.	Tale ¼ Re.	Tale ⅛ Rs.	Value Rs. ⅛ and 1/16 R.	Tale ¼ Re.	Tale ⅛ Rc.	Value ⅛ and 1/16 Rs.	Value Rs.		
Shroff-marked but not light weight rupees and half rupees (Art. 541)		Soldered but not light weight rupees and half rupees (Art. 541)		Defective but not light weight rupees and half rupees (Art. 547)		Rupees and half rupees of 1835 not light weight (Art. 547)		Rupees and half rupees of 1840 not light weight (Art. 547)		Other defaced but not light weight rupees and half rupees (Art. 530)		Shroff-marked but not light weight quarter and one-eighth rupees (Article 541)			Soldered but not light weight quarter and one-eighth rupees (Art. 541)			Defective but not light weight quarter and one-eighth rupees (Art. 547)			Other defective but not light weight quarter and one-eighth rupees (Art. 547)			Daily Total	Initials of Treasury Officer	Remarks
24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

Note 1.—Tale should be entered in red ink (a half, quarter and one-eigth rupee being written as ½, ¼ and 1/16 respectively) and value in black ink, so that there may be no confusion in making the daily total.

2.—Each class should be kept in separate bag under double locks. The bag should be numbered. The number of the bag in use at the time should be entered in red ink at the head of each pair of columns.

3.—When a remittance of cut coins is received from another treasury, the amounts as shown in the invoice of the remitting treasury should be entered in the appropriate column, the name of the treasury being entered below the date of receipt Any corrections, that may be found necessary in these figures after the detailed examination of the remittance has been completed, should be made subsequently by *plus* and *minus* entries.

4.—When a remittance is despatched, a total should be made in each column in red ink across the page of the balance and receipt up to that date. The remittance should then be entered and a balance struck. A similar total should be made at the end of each month.

Form 109 (Old 37).

ARTICLE 553.

Register of silver coins cut but not paid for at the.....Treasury.

Month	Date	Rupees and half rupees that have lost more than 2 but not more than 6¼ per cent or 12½ per cent, respectively		Rupees and half rupees that have lost more than 6¼ or 12½ per cent, respectively, but not more than 25 per cent		Rupees and half rupees that have lost more than 25 per cent		Quarter and one eighth rupees that have lost more than 12½ but not more than 25 per cent*		*Quarter and one-eighth rupees that have lost more than 25 per cent		Remarks
		Rupees	½ Rupees	Rupees	½ Rupees	Rupees	½ Rupees	¼ Rupees	⅛ Rupees	¼ Rupees	⅛ Rupees	
1	2	3	4	5	6	7	8	9	10	11	12	13

Note 1.—Number of Coins only should be shown in this Register, not their value.

Note 2.—The figures in Columns 3 and 4 (if any) will be included in column 2, those in columns 5 and 6 in column 3, those in columns 9 and 10 in column 4 and those in columns 7 and 8 and 11 and 12 in column 5 of the quarterly return of silver coins cut (Form 110.)

*Coins cut and returned as fraudulently defaced may be included in these columns with a note in the remarks column.

Form 110 (old 38.)

ARTICLE 554.

Return showing silver coins cut or broken during the quarter ending ..... on account of being reduced in weight.

Denomination	Number			
	Cut and received on payment *			
	Over 2 per cent but not more than 6¼ per cent	Over 6¼ per cent but not more than 25 per cent	Over 12½ per cent but not more than 25 per cent	Cut and rejected
Rupees				
Half Rupees				
Quarter Rupees				
One-eighth Rupees ...				

* Coins returned after cutting to the tenderer because they refuse to receive payment ta the prescribed rates may be included in this column.

NOTE 1.—"Columns 2 and 3 are intended for rupees and half rupees and column 4 for quarter and one-eighth rupees only."

NOTE 2.—The entries in columns 2, 3 and 4 should be capable of verification with the statistics of light-weight coins supplied monthly to the Account Office, and any discrepancy between the two sets of figures should be explained in the back of the return.

NOTE 3.—The entries in column 5 should represent silver coin cut and rejected as having lost more than 25 per cent in weight and as having been fraudulently defaced.

Form 111 (old 40).

ARTICLE 587.

Invoice of coin despatched

From the Treasury at To

No. of Boxes	No. on the Boxes	Weight of each Box			Address and mark on Boxes	Description of coins	Value	Total value
		M.	S.	ch.			Rs. a. p.	Rs. a. p.

..... Treasury.

The 19

Treasury Officer .....

Received from the Treasury Officer ..... boxes of marks and weight detailed above said to contain coin to the value of Rs..... The boxes are in good condition.

....Officer in charge of Escort.

Form 112 old (43).

ARTICLE 591.

Slip to be placed in each bundle of currency notes.

PACKET NO.....OF RS.....NOTES.

Containing.....pieces

Counted by.....

(Full name)

Despatched by..... .....

(Initials)

Form 113 (old 42).

ARTICLE 591.

Invoice of Currency Notes, remitted from.....to.....

Denomination of notes	Number of bundles	Number of notes	Value	Remarks
10,000 ...				
1,000 ...				
500 ...				
100 ...				
50 ...				
20 ...				
10 ...				
5 ...				
$2\frac{1}{2}$ ...				
1 ...				
Total ...				

Certified that this parcel has been made up and sealed in my presence and that I have personally ascertained that its contents correspond with the invoice.

.....Treasury.

.....19

Treasury Officer.

Form 114 (old 41).

ARTICLE 597.

Certificate given to Shroff accompanying remittances.

Name of Shroff	Advance of travelling allowance made by remitting office *		Details and value of remittances	lace of destination	Date and hour of departure	Signature of Shroff	Date and hour of arrival	Date and hour of discharge	Advance of travelling allowance made by receiving office	Remarks explaining cause of delay
	Date	Amount								
1	2	3	4	5	6	7	8	9	10	11

Remitting Officer.

Receiving Officer.

* In case where no advances are made, the word "Nil" should be entered across the column.
Advances made out of the permanent advance of the office should be separately specified.

Form No. 115—(Old 44.)

ARTICLE 606.

Advice of Cash Remittances.

Kind	Amount
Notes—	
Home or Madras Circle... ...	
Foreign Circle	
Gold—	
Sovereigns	
Half Sovereigns	
Silver—	
Rupees	
Half Rupees	
Quarter Rupees	
One-eighth Rupees	
Nickel—	
Four annas	
Two annas	
One anna	
Copper or Bronze—	
Double pice	
Single pice	
Pie pieces	
Uncurrent Silver—	
Shroff-marked	
Light weight	
Defective and other uncurrent coin.	
1835 and 1840 { Whole Rupees ...	
1835 and 1840 { Half Rupees ...	
Total ...	

Treasury.

Dated 19 .

The undersigned advises $\frac{\text{receipt}}{\text{despatch}}$ of a remittance of Rs.

particularised in the margin $\frac{\text{from}}{\text{to}}$ the Treasury this day.

2. The amount has this day been $\frac{\text{credited}}{\text{debited}}$ in the Treasury account for the month of 19 .

Deputy Commissioner, } or Amildar.
Treasury Dept., }

To

The Comptroller in Mysore,
Bangalore.

N.B.—This advice need not be sent to the Comptroller when the remittances are made to treasuries within the same district.

Form 116—(Old 4B.)

APPENDIX XXVII.

ADVICE OF REMITTANCE BY CHEQUES.

Station..... .....
Date.....19

No.
To
The Agent, Imperial Bank of India,
.....Bangalore.
The Manager,
The Bank of Mysore,.....
The Secretary and Treasurer,
Imperial Bank of India, Bombay.

Sir,

I have the honour to forward herewith the cheques noted overleaf drawn on the..... Bank at.....for realization and credit to the Dewan's deposit account with your Bank. The Comptroller to the Government of His Highness the Maharaja of Mysore, Bangalore, may kindly be advised of the net amount realised and of the date of credit.

I have the honour to be,
Sir,
Your most obedient servant,

Treasury Officer,.....
.....District.

Copy forwarded to the Comptroller to the Government of His Highness the Maharaja of Mysore, Bangalore, for information.

Treasury Officer,.....
.....District.

ADVICE OF REMITTANCE BY CHEQUES.

Station... .....
Date.....19

No.
To
....

Sir,

I have the honour to forward herewith the cheques noted overleaf drawn on the..... Bank at..... ... . for realization and credit to the Dewan's deposit account with your Bank. The Comptroller to the Government of His Highness the Maharaja of Mysore, Bangalore, may kindly be advised of the net amount realised and of the date of credit.

I have the honour to be,
Sir,
Your most obedient servant,

Treasury Officer,.....
.....District.

ADVICE OF REMITTANCE BY CHEQUES.

Station.....
Date.....19

No.
To
.....

Sir,

I have the honour to forward herewith the cheques noted overleaf drawn on the..... Bank at..... .....for realization and credit to the Dewan's deposit account with your Bank, The Comptroller to the Government of His Highness the Maharaja of Mysore, Bangalore, may kindly be advised of the net amount realised and of the date of credit.

I have the honour to be,
Sir,
Your most obedient servant.

Sd.
Treasury Officer,.....
.....District.

Copy forwarded to the Comptroller to the Government of His Highness the Maharaja of Mysore, Bangalore, for information.

Treasury Officer,.....
.....District.

Form 116—*concld.*

Overleaf of copy to the Comptroller.			Overleaf of copy to the Bank.			Overleaf of Office copy.		
Cheque No.	Amount	For use in Comptroller's office for note of advices sent to Treasury	Cheque No.	Amount	No. of item in register of cheque suspense	No. of item in register of remittance by cheques	Cheque No.	Amount
	Rs. a. p.			Rs. a. p.				Rs. a. p.
Total ...			Total ...				Total ...	
Total (in words).			Total (in words).				Total (in words).	

Form 117—(Old 4C.)

APPENDIX XXVII.

Register of Remittances by Cheques.

Date of remittance	Item No. in Register of cheque-suspense	Serial No.	Particulars of remittances			Initials of T.O.	Particulars of realisation			Initials of T. O.	Remarks
			Amount	Name of Bank to which the cheque was sent	No. and date of advice with which the cheque was sent		Comptroller's advice		Net amount realised		
							No.	Date			
1	2	3	4	5	6	7	8	9	10	11	12
			Rs. a. p.						Rs. a. p.		

Form 118—(Old 15.)

APPENDIX XXVIII.

Subsidiary Register of Receipts and Payments at the.....Treasury on account of

Receipts. ....Fund for.....19 . **Payments.**

Date	Challan No.	Name of payer	Particulars	Amount received		Balance after each transaction		Daily total carried to Register of daily totals of funds	Date	Name of payee	Voucher No.	No. of cheque or bill	Particulars	Amount paid		Daily total carried to Register of daily totals of funds
				..... Fund	..... Fund	..... Fund	..... Fund							..... Fund	..... Fund	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.						Rs. a. p.	Rs. a. p.	Rs. a. p.

Note.—There should be separate registers for each Fund and separate columns in each register for each individual body administering the Fund.

Form 119 (Old 8A).

APPENDIX XXVIII.

Register of recoveries of charges by Public Works Officers for works recoverable from ryots under Tank Maintenance Rules since July 1918.

.....Treasury.

Date	Challan No.	Register Number of tank	Taluk	Name of tank	From whom received	Amount	Daily total carried to Cash book	Remarks
						Rs. a. p.	Rs. a. p.	

Form 120 (New).

APPENDIX XXVIII.

SUBSIDIARY REGISTER OF RECEIPTS.

Advances.

Nature of Advance.....

Date of credit	Challan No.	Original amount				Amount credited	Balance outstanding	Daily totals carried to Register of Daily Totals
		From whom received	Particulars	Date and name of the treasury in which drawn	Amount drawn			
1	2	3	4	5	6	7	8	9
					Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.

Note.—The cash recoveries of service payments will also be entered in a subsidiary register in this form. The nature of the original payment (salary, establishment, travelling allowance or contingent bills) as also the No. (sectional) and date of the Comptroller's objection slip shall be shown in detail in column 4. Column 8 will be blank.

Form 121 (New).

APPENDIX XXVIII.

REGISTER OF UNDISBURSED PENSION AMOUNTS CREDITED TO SUSPENSE.

Date of return of the Money Order	Serial No.	Name of Pensioner	Amount received	Daily total carried to Cash Book	Reference to page of the register of pensions payable by money orders	Date on which repaid	No. in the register of repayments	Remarks
			Rs. a. p.	Rs. a. p.				

Form 122—(Old 9).

APPENDIX XXVIII.

SUBSIDIARY REGISTER OF RECEIPTS.

Register showing the recovery of loans during the month of.....19

Date of credit	Chellan No.	Village or residence	Name of borrower	Father's name	Particulars of original loan		Particulars of recovery									Total	Daily total carried to register of daily totals
							Loan			Loan			Loan				
					Date	Amount	Principal	Interest	Interest on arrears if any	Principal	Interest	Interest on arrears if any	Principal	Interest	Interest on arrears if any		
						Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.

Note.—1. There will be separate Subsidiary Registers for (*a*) Land Improvement loans, (*b*) Agricultural loans, (*c*) Industrial loans, and (*d*) Miscellaneous loans.

2. The Subsidiary Register will have separate columns for each loan falling under the above 4 classes of loans.

Form 123—(New).

APPENDIX XXVIII.

Subsidiary register showing Land Revenue and Cesses refunded during the month of.....19

Date of payment	Voucher No.	Particulars	Payment made							Daily total carried to Cash Book
			Land revenue	Local cess	Railway cess	Education cess	Irrigation cess	Coffee cess	Total	
			Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.

Note.—In the abstract of disbursements in the Treasury Cash Account, only the amount shown in the first money column, *viz.*, the amount of Land Revenue refunded, should be shown against "Refund of Land Revenue." The local cess refunded will agree with that deducted on the receipt side of the cash account under "Local Cess" before apportionment between the several funds. Railway, Education, Irrigation and Coffee cesses will be the amounts deducted fromsuch cesses, and shown as recovered in the schedule of receipts of District Funds, Irrigation cess fund and Coffee cess and Experimental Station Fund.

Form 124—(New).

APPENDIX XXVIII.,

Register of payments on account of Land Improvement, Takavi, Industrial and other loans made at the .....Treasury during.....19 .

Date	Voucher No.	Name and residence of borrower	Number and date of loan order or cheque	Amount paid				Daily total carried to the register of daily totals	Remarks
				Loan	Loan	Loan	Loan		
				Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	

Note.—There will be separate registers for (i) the Land Improvement and Takavi Loans and (ii) Industrial and other loans. The register will have separate columns for each kind of loan.

Form 125 (New).

APPENDIX XXX.

REGISTER OF PENSIONS PAYABLE BY MONEY ORDERS.

Name of pensioner..... Amount of monthly pension Rs.....
Pension payment order Number..... ..... Class of pension.....

Month or months to which payments relate	Amount of pension	Date of remittance	Acknowledgment of the pensioner (Money order receipts should be pasted in this column)	Date of the return of Money order undisbursed and head of account to which the amount is credited	Date of application for the disbursement	When remitted (to be noted in red ink)	Remarks
	Rs. a. p.						

Note.—A sufficient number of pages should be allotted for each pensioner.

Form 126 (New).

APPENDIX XXX.

Schedule of pensions paid by money orders on..... ..19 .

Serial No.	Name of pensioner	Period of claim	Civil or Military	Amount paid	Date of remittance	Remarks
				Rs. a. p.		
	Total Rs. ( )					
	In words.....					

Certified that—

1. I have satisfied myself that all payments noted above have actually been remitted by money order.
2. I have satisfied myself that all pensions included in the schedule for the previous months have been paid to the proper persons and that I have obtained all money order receipts in support of these payments and got them pasted in the column provided therefor in the Special Register.
3. I have obtained from each pensioner a declaration that he has not received any remuneration for serving in any capacity whether under Government or under a Local Fund during the past six months.

Treasury,.....

Date.....19 . Treasury Officer.

N.B.—Certificate No. 3 is to be given in the schedule for April and October only.

Form 127 (New).

APPENDIX XXXI.

Register of repayments of undisbursed pension amounts credited to suspense.

Date of repayment	Number	Pension payment order No.	Class of pension	Reference to page of the register of pensions payable by money order	Serial No. in the register of undisbursed pensions credited to suspense	Name of pensioner	Amount paid	Daily total carried to Cash Book	Remark
							Rs. a. p.	Rs. a. p.	

Note.—Along with a copy of this register, a Plus and minus memo showing for each taluk (1) Opening balance, (2) Receipts during the month, (3) Repayments during the month and (4) Closing balance, should be sent to the Comptroller with the monthly accounts.

Form 128 (New).

APPENDIX XXXII.

STATEMENT SHOWING ACCOUNT OF SALE AND STOCK OF GENERAL, COURT FEES AND OTHER STAMPS.

At the... ....District for the month of.....19 .

Particulars	General Stamp papers		Court Fees Stamps		Receipt Bills or Draft Labels		Copying Sheets		Hundi Stamps		Remarks
	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	
		Rs. a. p.		Rs. a. p.		Rs. a. p.		Rs. a. p.		Rs. a. p.	
Balance at close of last month											
Received from the Superintendent of Stamps during the month											
Received by exchange for unused Stamps ...											
Total ...											
Sold during the month and credited in the Treasury Account											
Spoilt Stamps returned to the Superintendent of Stamps for cancellation ...											
Issued in exchange for unused stamps ...											
Total ...											
Balance at close of the month ...											

N.B.—If the credits do not agree with the cash account, the cause of difference should be explained in the remarks column noting the action taken for reconciliation.

Station.
Date.....19 .

Officer in charge.....
District Treasury.

Form 129 (Old Appendix VIII).

APPENDIX XXXIII.

Paper of Instructions to be given to the Military Officer in charge of a remittance by rail.

[*These instructions should be printed in English and Kannada and a copy containing both the English and Kannada version must be handed by the treasury at the despatching station to the Military Officer commanding any guard who will travel in charge of treasure, the copy being transferred by him to the officer commanding the relieving guard, if the guard is relieved at any point of the journey.*

A copy should also be supplied to the officers who are called upon to furnish guards for remittance by rail, and they should be requested to impress upon the Military Officer detached upon this duty the necessity for strict and undeviating adherence to the instructions.]

INSTRUCTIONS.

1. The Military Officer taking charge of a treasure guard travelling by rail will not see the treasure packed at the treasury; but he will see the boxes weighed, and satisfy himself that each box is properly secured before it is transferred to the van, and that it is properly placed therein.

2. The guard should be accommodated in a brake-van attached to the treasure-van or in the end compartment of the carriage next adjoining the treasure-van; and the doors of the compartment occupied by the guard should never be locked.

3. The escort officer will wire to the receiving officer the number of the train (passenger or goods) conveying the remittance and its hour of departure and will also wire again *en route* if any changein the train has been made or anything has occurred to delay its arrival.

4. An officer relieving such a guard will see that the numbers of the wagons agree with those given in the blank receipt tendered for his signature; that the locks are secure; and that the locked doors of the van cannot be opened.

5. The officer in charge of such a guard should be provided with a lantern which will burn all night, and should cause a sentry to alight at every alternate stopping place and ascertain that the locks have not been tampered with. During any long stoppage, a guard must remain on duty by the door of the treasure-wagon; if there be several such wagons, it will suffice to tell off two men, who may stand, one at each end of the wagons.

6. In case of a break-down separating a convoy, the officer in charge should separate his party, attaching himself to the disabled portion.

7. On delivering the boxes at the treasury to which they are addressed, he will obtain a receipt for '.....bags said to contain coin to the value of Rs.....' or for '.. .....boxes, with marks and weights detailed in the invoice, said to contain coin or notes to the value of Rs.....' If any box be short weight, or show signs of having been tampered with, it should be opened in the presence of the escort officer; otherwise, he should be allowed to return at once.

The form of receipt to be used by a relieving guard should run thus:—

"Received charge from .....Military Officer of..... district, of railway wagon No.....said to contain.....boxes aggregating Rs....., wagon No.....said to contain..... boxes aggregating Rs.....(and so on). The wagons were duly locked, and one key for each made over .....Receipts to be given by other relieving guards are also acknowledged." The number and contents of each wagon should be detailed in case of a break-down. The receipts should be in English if the Military Officer is acquainted with that language, otherwise in Kannada.

8. The escort officer will present the command certificate for examination to the remitting treasury before the remittance is handed over to him. He should also present it for examination to the Treasury Officer taking charge of the treasure. The latter will satisfy himself that he is taking over the treasure from the officer named in the command certificate and will at the same time check the strength of the escort with that stated in the command certificate, noting any difference that he may find. When all is correct he will merely sign the command certificate.

9. Whenever any breach of these rules occurs, the officer in charge of the guard must insist on the treasure-van being detached from the train, and should immediately telegraph the facts to the remitting officer, to his own departmental superior, and to the Traffic Manager of the Railway.

10. When a shroff accompanies a remittance, he is responsible during the whole course of the journey for the contents of the boxes and the Military guard acts as an escort. The shroff will not interfere in any way in the performance by the escort of its legitimate duties, but he must be permitted to satisfy himself that all necessary precautions are being taken. In the event of damage occurring to a box, it is the duty of the shroff to take over any coin that may fall out and to verify the contents and re-pack the box if re-packing beomes necessary. The escort officer must not permit the shroff to be interfered with in the execution of his duties.